

NAVSTABREMINST 5360.1

B1

6 Oct 00

NAVAL STATION BREMERTON INSTRUCTION 5360.1

From: Commanding Officer, Naval Station Bremerton

Subj: FUNERAL DETAIL AND HONOR GUARD

Ref: (a) NAVREGNWINST 1770.1

Encl: (1) [Naval Station Bremerton Funeral Detail Honor Guard Requirements](#)

1. Purpose. To establish policy for assignment of personnel for Naval Station Bremerton Funeral Detail and Honor Guard duties.

2. Scope. The provisions of this instruction apply to Naval Station Bremerton personnel as stipulated in enclosure (1).

3. Background. Reference (a) directs the execution of Funeral Honors to deceased active duty and former military personnel. The Funeral Detail provides funeral honors to those who qualify when directed by Commander, Navy Region Northwest. The Honor Guard provides a flag presentation service for ceremonies that include but are not limited to a Change of Command, a retirement ceremony or a ship's decommissioning. The Honor Guard Chief is tasked with training, servicing and providing equipment, and assignment of Funeral Detail/Honor Guard personnel. Personnel assigned to Funeral Detail/Honor Guard will be qualified to perform either requirement.

4. Assignment of personnel. Personnel E-6 and below will be assigned to the Funeral Detail/Honor Guard for a minimum of 12 months, meet Navy weight standards, be mature, and possess outstanding military bearing. Any replacement of assigned personnel will be requested by memorandum from the department Leading Chief to the Honor Guard Chief. A replacement will be assigned for no less than one month prior to transfer or separation of qualified personnel to allow for training.

5. Training

a. All Funeral Detail/Honor Guard personnel will complete an initial training period to include basic Funeral Detail, Honor guard protocol, and weapons familiarization.

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b. Training will be conducted no less than once a month for Funeral Detail/Honor Guard personnel. The Honor Guard Chief will determine additional training as required for experience and team smartness.

c. All Funeral Detail/Honor Guard personnel will be responsible for notifying the Honor Guard Chief if an assignment or training will be missed and notification will be made soon enough for substitution, generally no less than 24 hours prior to the scheduled assignment.

6. Leave, Special Liberty and TAD orders. All personnel assigned to Funeral Detail/Honor Guard will route all special request chits via the Honor Guard Chief.

7. Officer and CPO rotation. Officers for the detail will be assigned from either the Naval Station Bremerton or Puget Sound Naval Shipyard staff. The Naval Station Bremerton Senior Watch Officer (SWO) will coordinate officer requirements with shipyard SWO. The Honor Guard Chief will maintain the rotation for all Chief Petty Officers.

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List I

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Naval Station Bremerton
Funeral Detail/Honor Guard Requirements

<u>DEPARTMENT</u>	<u>PERSONNEL</u>
Special Assistant	2
ASO	2
Selfhelp (*)	3
Homeport	3
FSC	1
CBH/Galley (*)	10
Security (*)	3

* - Provide one E-6 as Team Leader.

Encl (1)